



# BINDING SITE PLAN SUBMITTAL CHECKLIST

## Planning & Community Development

The following information is typically needed in order to submit a complete application for review. Depending on the complexity of the proposal, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All site plans and civil drawings must be drawn to an engineering scale (e.g. 1" = 20').**

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| <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Application Form</b></li><li><input type="checkbox"/> <b>Pre-Application Meeting Date:</b><br/>_____ (ask for handout)<br/>A pre-application meeting with the City is required to submitting an application for any Type C action and/or for a project located in a critical area. <b>A pre-application meeting is required before a neighborhood meeting.</b></li><li><input type="checkbox"/> <b>Neighborhood Meeting Report Date:</b><br/>_____ (ask for handout)<br/>A summary of the neighborhood meeting.</li><li><input type="checkbox"/> <b>Title Report.</b> Provide a title report no more than 30 days old or "Plat Certificate". Include schedules describing any recorded easements.</li><li><input type="checkbox"/> <b>Proof of Legal Lot:</b> Please provide proof that the property was created in accordance to the subdivision rules of the State of Washington. A legal lot is one that was created by a formal or short subdivision; or if property was created before October 1, 1972. (If created by a recorded short plat, a five-year interval must occur before your parcel may be eligible to be platted again). Please provide a copy of the recorded short plat, plat, or lot line adjustment or a copy of legal conveyance (deed, real estate contract), whichever is applicable.</li><li><input type="checkbox"/> <b>Noticing materials.</b><ul style="list-style-type: none"><li>• Current King County Assessor's quarter-section map(s) with the subject property identified and showing all property within 500' of any boundary of the subject property. Draw 500-foot boundary line on the map(s). Include a list of property owners with tax account numbers.</li></ul></li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Three (3) sets</b> of mailing labels for all property owners within 500' of any boundary of the subject property. This information can be obtained through a title company (Planning and Development Services can assist with the preparation of mailing labels. An additional fee will be assessed).<ul style="list-style-type: none"><li>• Copy of mailing list.</li></ul></li><li><input type="checkbox"/> <b>Certificate of Sewer Availability.</b> Required for all projects (including carports, garages, additions, decks, etc.).<ul style="list-style-type: none"><li>• Ronald Wastewater District (206) 546-2494.</li><li>• The Highlands (206) 362-2100.</li></ul></li><li><input type="checkbox"/> <b>Certificate of Water Availability.</b> Required for all new development proposals. The distance of the nearest hydrant and either the flow calculations or flow test results of that hydrant is required.<br/>To obtain a Water or Fire Flow Certificate of Availability contact:<ul style="list-style-type: none"><li>• City of Seattle Public Utilities (206) 684-5800.</li><li>• Shoreline Water District (206) 362-8100.</li><li>• The Highlands customers (206) 362-2100.</li></ul></li><li><input type="checkbox"/> <b>Site Plans – four (1 reduced - maximum 11" x 17" and 3 full size) copies</b> drawn to an engineering scale (e.g. 1" = 20').<ul style="list-style-type: none"><li>• Name, address, and phone number of the person who prepared the drawing.</li><li>• Graphic scale and north arrow.</li><li>• Dimensions of all property lines.</li><li>• Location, identification and dimension of all existing buildings and buildings to be demolished including their uses. Also include streets, internal access roads/private streets, alleys, rockeries, retaining walls, and fences.</li><li>• Driveways and structures on adjacent properties.</li><li>• Building setbacks from front, side, and rear property lines.</li></ul></li></ul> |
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**Business Hours: M – F 8:00 a.m. to 5:00 p.m. ♦ Permit Processing Hours: M – F 8:00 a.m. to 4:00 p.m.**

**17500 Midvale Avenue North, Shoreline, Washington 98133-4905**

Telephone (206) 801-2500 Fax (206) 801-2788 [pcd@shorelinewa.gov](mailto:pcd@shorelinewa.gov)

2/2014

- Easements, existing and proposed which are on the property, including utility, drainage, access, and open space. (Include the King County recording number for existing easements).
- Critical Areas: geologic hazards, fish and wildlife habitat, wetlands, flood hazard, aquifer recharge, streams on site and within 150' of the property.
- Topography at two foot contour intervals.

#### Utilities

- Location of all existing utilities including water, sewer, gas, electric, and telecommunications. Indicate all hydrant location(s).

- ☐ **Drainage and Paving** – Drainage review is required for all preliminary Binding Site Plans when development proposed.

- Location of all existing drainage facilities including catch basins, flow control devices, water quality, and infiltration facilities.
- Total area of existing hardscape.
- Conceptual/preliminary drainage plan.

- ☐ **Soils Evaluation.** To facilitate preliminary drainage review a soils report/evaluation is required. All soils evaluations must be prepared consistent with the requirements outlined in the (*Stormwater manual*).

- ☐ **Submittal Fees** (see *Planning & Community Development Fee Schedule*)

Binding Site Plan:

\$934.50 (\$155.75 hourly rate, 6 hour minimum)

Environmental Checklist Review:

\$1557.50 (\$155.75 hourly rate, 10 hour minimum)

- **A Binding Site Plan is a recorded survey and must comply with all requirements of RCW 58.09 (Survey Recording Act) and WAC 332-130-050 (Survey Map Requirements).**
- **One original Mylar drawing and two paper drawings will be required for recording. However, please submit draft paper drawings for review prior to printing the mylar.**

Please note: Fees effective 1/2014 and are subject to change.

**NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.**

#### **OTHER PERMITS THAT MAY BE REQUIRED IN CONJUNCTION WITH DIVIDING PROPERTY**

Right-of-Way

Site Development

Financial guarantees (bonds)

The Development Code (Title 20) is located at [CodePublishing.com](http://CodePublishing.com)